

# WIOA-Youth MOSES Guide | FY16

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# INTAKE & ELIGIBILITY

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## Before eligibility approval:

- Youth may participate in the program prior to WIOA enrollment as a “probationary” period.
- Determine eligibility for WIOA and collect appropriate documentation.
- Search for the Youth File in MOSES and either update the file or create a new file.

## When creating a file:

- Do not use a pseudo SSN
- The registration date **cannot** be changed once entered

**Dual enrollment:** If a youth is already enrolled in WIA/WIOA at another program, the participant does not need to re-determine eligibility in WIOA. Simply enroll the participant in the appropriate element. Both agencies must collaborate to engage the participant. Both agencies should review the ISS and enter appropriate services and notes in MOSES. The agency who initially enrolled the participant remains the lead agency until the participant exits from the grant.

**Eligibility approval:** All eligibility documents must be reviewed by OWD and kept in the Youth File.

EMAIL ELIGIBILITY DOCUMENTS TO:

Larry Smith [larry.r.smith@boston.gov](mailto:larry.r.smith@boston.gov) &  
Cassie White- [cassandra.white@boston.gov](mailto:cassandra.white@boston.gov)

**Please send the checklist as a Word doc and the rest of the eligibility documents as a PDF. If changes are requested, please resubmit the entire PDF.**

- Youth Enrollment Checklist for OSY or ISY
- OSY verification, if applicable
- Boston Residency documentation
- Age documentation
- Citizenship or Right to Work documentation
- Selective Service compliance, if male-born and 18+
- Proof of economic eligibility, if applicable
- Barrier(s) documentation

**DO NOT submit documents with social security numbers. Social security cards are not accepted by OWD.**

**Youth File:** The following documents do not need to be reviewed by OWD, but must be kept in the Youth File:

- Receipt of Grievance Procedures, signed
- MOSES Job Seeker Training Registration Details, signed (see pg. 9)
- Academic Assessment Test Scores (CASAS, TABE)
- Individual Service Strategy (ISS), signed
- Case notes (from MOSES, last page of ISS, etc.)
- Career Assessment (MA CIS, etc.)
- Skills Assessment (MA CIS, etc.)
- Labor Market research results
- HiSET or diploma, if applicable

## ■ YOUTH INFORMATION

Before submitting eligibility documentation to OWD for review, enter the following in MOSES:

### Basic

Fill out all required fields (name, DOB, contact information, etc.)

Check off **Program Eligibility**.

### BE CONSISTENT

Generally, anything entered in MOSES should also be reflected in the youth file.

Example: if you say yes to disability, it must be entered as a barrier and documented in the Youth File.

Leave Immigrant field blank.

Always enter Family Size.

### Full → General Information

Fill out additional information, including employment status (at time of intake), disability, education, and family size.

### Family Income Field

Must be filled out, but does not necessarily need to be certified or documented.

## BARRIERS

### Full → Barriers

Record all applicable barriers.

If using **Requiring Additional Assistance**, enter one of the following Boston-approved barriers:

- GPA of less than 2.0
- Failed MCAS
- ELL Instruction
- Public Housing
- High Poverty Area
- Single Parent household
- Truant; significant attendance problem

Massachusetts One Stop Employment System - User Acceptance - 00 Staff ID: CWHIT1 Career Center: BerkshireWorks - North Adams Career Center Coordinator

File Job Seeker Employer Training Events Program Reports Feedback Administration Go To Window Help

Job Seeker Search

Type of Search

Search By

☐ Job Seeker ID

☐ Last Name

☒ Social Security Number

☐ Claimant ID

Search Results

SSN# First Name

99-22-1325 DWD

Job Seeker Membership (Test, OWD)

SSN: 999-22-1325 ID: 12521010

Basic **Full** Education Work Experience Events Alerts Case Plan/Youth ISS Services Special Programs Survey

General Information Military Information **Barriers** Assistance

☐ DCF Youth

☐ Displaced Homemaker

☐ DYS Youth

☐ Financial

☐ Health

☐ Housing

☐ Labor Market Discrimination

☒ Lack of Childcare/Eldercare

☐ Lack of Credentials, Certification, Licensing

☒ Lack of Marketable/Occupational Skills

☐ Lack of Self-Sufficiency

☐ Lack of Transportation

☐ Legal

☐ Limited Basic Educational Skills

☐ Limited Job Search Skills

☐ Other

☐ Probation/Court Involvement

☐ Substance Abuse

☐ Underemployed

☒ Work History (limited,gaps,none,etc.)

Eligibility

☐ Below Grade Level

☐ Disability

☐ English Language Learner

☐ Foster Child

☐ Homeless

☐ Offender/Subject to Justice System

☐ Pregnant/Parenting Issues

☐ Runaway Youth

☐ Youth Not Attending, but of Compulsory Age

☒ Youth Requiring Additional Assistance

Note: Barriers should not be unchecked when they are resolved. Instead, a barrier note should be added to indicate how the barrier was resolved. Also be aware that checking the Eligibility barriers will affect eligibility.

Barrier Notes

Trade Eligibility Match Criteria Run Match Eligibility Criteria OK Cancel

## ELIGIBILITY BARRIERS

All eligibility barriers must be documented.

These barriers (in the left box) do not need to be documented in the Youth File.

## PUBLIC ASSISTANCE

### Full → Assistance

Check off any applicable benefits.

### BENEFITS

All checked benefits must also be documented in the Youth File.

Job Seeker Membership (Test, JCS)

Test, JCS

SSN: 999-21-7920 ID: 12442130

Basic **Full** Education Work Experience Events Alerts Case Plan/Youth ISS Services Special Programs Survey

General Information Military Information Barriers **Assistance**

Assistance Categories

☐ TAFDC Long Term TAFDC: ☐ Yes ☒ No

☐ EAEDC

☐ SSI

☐ Free/Reduced Price Lunch

☐ Refugee Assistance

☐ SNAP (Supplemental Nutrition Assistance Program)

☐ SSDI

☐ Previous SSDI Recipient

☐ Ticket to Work

Trade Eligibility Match Criteria Run Match Eligibility Criteria OK Cancel

## ■ EDUCATION

### Education

Fill out the youth's verified degrees, certification, and other training.

Update as needed throughout program enrollment.

Job Seeker Membership (Test, JCS)

Test, JCS SSN: 999-21-7920 ID: 12442130

Basic Full **Education** Work Experience Events Alerts Case Plan/Youth ISS Services Special Programs Survey

**Degrees**

| Institution | Degree              | Major | Status     | Start date | End date |
|-------------|---------------------|-------|------------|------------|----------|
| BPS         | High School Diploma |       | Incomplete | 00/0000    | 00/0000  |

Add Delete

**State/National Occupational Licenses, Certifications, and Registrations**

| Type | Title | Issued By | State | Date Issued | Exp Date |
|------|-------|-----------|-------|-------------|----------|
|------|-------|-----------|-------|-------------|----------|

Add Delete

**Vocational Education and Other Training**

| Institution | Course Title | Status | Start Date | End Date |
|-------------|--------------|--------|------------|----------|
|-------------|--------------|--------|------------|----------|

Add Delete

Trade Eligibility Match Criteria Run Match Eligibility Criteria OK Cancel

## ■ WORK EXPERIENCE

### Work Experience

To insert another work experience entry, click **Add**. A second window will pop up entitled **Work Experience Details**.

### WORK EXPERIENCE TAB

This tab only documents employment prior to enrollment in WIOA. Any employment gained during or after WIOA enrollment is entered under the Services tab.

Job Seeker Membership (Test, JCS)

Test, JCS SSN: 999-21-7920 ID: 12442130

Basic Full Education **Work Experience** Events Alerts Case Plan/Youth ISS Services Special Programs Survey

**Employment History**

| Company Name | Job Title | Salary | Salary Unit | Start Date | End Date   |
|--------------|-----------|--------|-------------|------------|------------|
| Whole Foods  | Cashier   | 9.00   | Hour        | 03/06/2013 | 00/00/0000 |

Add Edit Delete Select

**Post Service Employment**

| Employer Name | Job Title | Salary | Salary Unit | Start Date | End Date |
|---------------|-----------|--------|-------------|------------|----------|
|---------------|-----------|--------|-------------|------------|----------|

Add

Trade Eligibility Match Criteria Run Match Eligibility Criteria OK Cancel

**Work Experience**  
→ **Work Experience Detail**  
To add an employer, click **Employer Search**. A third window will pop up which will allow you to search for the youth's employer to add to **Work Experience**.

The screenshot shows the 'Massachusetts One Stop Employment System - Production' interface. The 'Work Experience' tab is selected in the 'Test, JCS' window. Below it, the 'Employment History' table lists a job at 'Whole Foods' as a 'Cashier' with a salary of \$9.00 per hour, starting on 03/06/2013. To the right of this table is an 'Add' button. Below the table is the 'Post Service Employment' section. A 'Work Experience Details' pop-up window is open, showing fields for 'Company' (Name, Employer ID, City, State), 'Job Description' (Occupational Code, Job Title, Start Date, End/Dislocation Date), 'Other Details' (Main Duties, Display to Employers?, Salary, Salary Unit, Benefits, Hours/Week, Reason For Leaving), 'Additional Info' (NAICS Code, Sector, Subsector, Ind Group, Industry, US Industry), and 'Layoff and Petition IDs' (Layoff ID, Federal Petition No, Petition Status). At the bottom of the pop-up, there are buttons for 'Record Not Available', 'Industry Code Search', 'Employer Search' (highlighted with a red box), 'OK', and 'Cancel'.

## ■ ELIGIBILITY CRITERIA

**Eligibility Criteria** → **General** At the bottom of the screen, click **Eligibility Criteria**.

### SELECTIVE SERVICE

A participant is still considered Selective Service Compliant if female or under 18. Always check "yes."

This field determines whether the youth will be in the Employment common measure.

The screenshot shows the 'Massachusetts One Stop Employment System - Production' interface. The 'Eligibility Criteria' window is open for 'Test, JCS'. The 'General' tab is selected. The 'Labor Force' section is highlighted with a red box and contains the following fields: 'Labor Force Status' (Yes, Full or Part Time), 'Weeks Unemployed (In Last 26 Weeks)' (Not Applicable), 'Initial UI Status' (Not Applicable), 'Current UI Status' (Not Applicable), 'UI Start Date' (00/00/0000), 'Weeks Number' (0), 'Layoff Status' (Not Applicable), and 'Workforce Attachment' (Yes, No). The 'Testing' section includes 'Reading Level' (0), 'Reading Test Date' (00/00/0000), 'Math Level' (0), and 'Math Test Date' (00/00/0000). At the bottom of the window, there are buttons for 'Eligibility', 'Match Criteria', 'Run Match', 'Eligibility Criteria' (highlighted with a red box), 'OK', and 'Cancel'. A red arrow points from the text 'This field determines whether the youth will be in the Employment common measure.' to the 'Labor Force Status' field.

### Eligibility Criteria

#### → Family/Public Assistance

Click 'yes' for verified family size only if family size documentation is in the Youth File.

### Family Income Field

Only fill if using 6 month income to prove economic eligibility. Otherwise leave blank.

Massachusetts One Stop Employment System - Production Staff ID: CWHIT1 Career Center: Boston EDIC Standard Access

File Job Seeker Employer Training Events Program Reports Feedback Administration Go To Window Help

Training Registration (12442130)

Test, JCS SSN: 999-21-7920 ID: 12442130

General Family/Public Assistance

**Assistance Categories**

☐ TAFDC Long Term ☐ Yes ☒ No ☐ Refugee Assistance The Assistance Categories can be edited on the Assistance tab which is contained within the Full tab

☐ EAEDC ☐ SNAP (Supplemental Nutrition Assistance Program)

☐ SSI ☐ Free/Reduced Price Lunch ☐ SSDI ☐ Previous SSDI Recipient ☐ Ticket to Work

**Other**

DTA Case Number:  DTA Case Closed Date:  00/00/0000

TANF Exhausted: ☐ Yes ☒ No ESP Registered: ☐ Yes ☒ No

TANF 12 Mo Time Limit: ☐ Yes ☒ No DTA Post Employment Eligibility: ☐ Yes ☒ No

Non Custodial Parent: ☐ Yes ☒ No

**Family**

► Status:

Number of Dependent Children:  0

Family Size:  3

Verified Family Size: ☐ Yes ☒ No

6 mo. Family Income (Annualized):

WIOA Low-Income:  Yes

☐ High Poverty Area

Under poverty Line / 70% Lower Living Standard:  No Under poverty Line:  No 70% Lower Living Standard:  No

OK Cancel

Special Accommodations

Worked in agriculture or food processing in the last 12 months? ☐ Yes ☒ No Career Center

Trade Eligibility Match Criteria Run Match Eligibility Criteria OK Cancel

### Family Status

Options: Other family member; parent in two parent family; single individual/not part of a family; single parent

### High Poverty Area

If using the Poverty Threshold Database to prove economic eligibility, check off **High Poverty Area**.

## ■ ASSESSMENT: PRE-TESTING

**Pre-Testing** All out-of-school youth must be assessed for literacy and numeracy skills.

- OWD recommends CASAS eTests and provides them at no cost.
- A test less than 6 months old may be used in place of a new test.
- Participants must be assessed within 60 days of their first WIOA service.
- A youth must be pre-tested and post-tested with the same test.

### Services → Testing → Add

Record Pre-Test ABE math and reading scores by highlighting test and clicking **Add**. Include service date, career center, description, test results, etc. Scale score and grade level must both be entered.

If test is used to prove Basic Skills Deficient barrier, check **Use this test score for eligibility**. If unable to check, open the test being used for eligibility, uncheck and save changes. Then enter the new test.

If reads Reading/Math Test, "yes" MA DOE/DOL was not checked. Test must be re-entered.

Massachusetts One Stop Employment System - Production Staff ID: CWHIT1 Career Center: Boston EDIC Standard Access

File Job Seeker Employer Training Events Program Reports Feedback Administration Go To Window Help

Job Seeker Membership (Test, JCS)

Test, JCS SSN: 999-21-7920 ID: 12442130

Basic Full Education Work Experience Events Alerts Case Plan/Youth ISS Services Special Programs Survey

General Employment Administrative Testing Course/Activity Youth Goals

| Service Date | Staff ID | Category     | Service Detail          | Career Center | Hours | Used for Eligibility     | Post Test | Add | Edit | Delete |
|--------------|----------|--------------|-------------------------|---------------|-------|--------------------------|-----------|-----|------|--------|
| 03/10/2015   | CWHIT1   | Reading Test | CASAS (not for DOE use) | Boston EDIC   | 2.0   | <input type="checkbox"/> |           |     |      |        |
| 03/10/2015   | CWHIT1   | Math Test    | CASAS (not for DOE use) | Boston EDIC   | 2.0   | <input type="checkbox"/> |           |     |      |        |
| 12/14/2015   | CWHIT1   | ABE Math     | CASAS (not for DOE use) | Boston EDIC   | 2.0   | <input type="checkbox"/> |           |     |      |        |

Testing Services Detail

Services Provided

Service Date: 12/14/2015 Last Update Date: 12/14/2015

Career Center: Boston EDIC Staff ID: CWHIT1 Hours: 2.0

MADOE/USDOL Assessment ☒ Yes ☐ No

Description:

Category: ABE Math Service Detail: CASAS (not for DOE use)

Test Results

Form: Level: Scale Score: 227 Score/Grade Level: 7.0 Test No. 1 Test Date: 12/14/2015

Source: Results:

Occupation:

Test Language: English Educational Functioning Level: High Intermediate Basic Education

Use this test score for eligibility ☒

Note: Blue/Bold Service Details are Federal/DSCCAR Reportable Services  
Employment and Follow-Up Services are additionally reported on DSCCAR

OK Cancel

## ■ SYSTEM CALCULATED ELIGIBILITY

Eligibility  
Under Potential  
System  
Calculated  
Eligibility  
highlight **WIOA  
Title I – Youth**  
and click on the  
arrow to move to  
the right. Select  
**Update Eligibility**.  
Then click OK.

If first time  
inputting for  
youth, click Initial  
Eligibility. If  
updating from  
previous click  
Update Eligibility.  
(Click whichever  
one is bolded to  
confirm  
changes.)

Massachusetts One Stop Employment System - Production Staff ID: CWHIT1 Career Center: Boston EDIC Standard Access

File Job Seeker Employer Training Events Program Reports Feedback Administration Go To Window Help

Determine Eligibility  
Test, JCS SSN: 999-21-7920 ID: 12442130

Service Delivery Area: Boston Initial Date: 03/10/2015 Last Update Date: 03/12/2015

**Potential System Calculated Eligibility**

DWT NEG  
EDIC 5% Income Waiver-WIOA Youth  
Haemonetics  
Philips Mersen  
WIOA Title I - Adults

**Actual System Calculated Eligibility**

WIOA Title I - Youth

**Potential Non-System Calculated Eligibility**

DOT Training Grant  
Job Driven NEG  
MCCWDTA  
VETS - VR&E Program

**Non-Eligible Funding Sources**

| Type             | Description                 | Criteria |
|------------------|-----------------------------|----------|
| ITA              | EDIC - Radius/Coolidge RRSA |          |
| Specific Funding | GPSTEM - TAACCT4            |          |
| ITA              | Intel Biotech               |          |
| ITA              | DTA - Skills Education      |          |
| Trade            | ITAA                        |          |

Initial Eligibility Update Eligibility Course Search OK Cancel

Worked in agriculture or food processing in the last 12 months? Yes No Career Center

Trade Eligibility Match Criteria Run Match Eligibility Criteria OK Cancel

## ■ EEO RIGHTS

Services →  
General  
Under the  
Category menu,  
select **Orientation**,  
then under **Service  
Detail** select  
**Notified of EEO  
Rights**.

### EEO RIGHTS

At intake each  
participant must  
also sign the  
grievance form,  
stating that they  
have been  
notified of the  
grievance  
process.

Job Seeker Membership (Test, JCS)  
Test, JCS SSN: 999-21-7920 ID: 12442130

Basic Full Education Work Experience Events Alerts Case Plan/Youth ISS Services Special Programs Survey

General Employment Administrative Testing Course/Activity Youth Goals

**Services**

| Service Date | Staff ID | Category           | Service Detail          | Career Center           | Hours |
|--------------|----------|--------------------|-------------------------|-------------------------|-------|
| 03/10/2015   | CWHIT1   | Program Enrollment | Case Management         | Community Work Services |       |
| 03/10/2015   | CWHIT1   | Case Management    | Received Case Manager   | Boston EDIC             | 1.0   |
| 03/10/2015   | CWHIT1   | Orientation        | Notified Of EEO Rights/ | Boston EDIC             |       |
| 11/09/2015   | CWHIT1   |                    |                         | Boston EDIC             |       |

Add Edit Delete Retention

**General Services Detail**

Services Provided

Service Date: 11/09/2015 Last Update Date: 00/00/0000

Career Center: Boston EDIC Staff ID: CWHIT1 Hours: .0

Description:

Category: Service Detail:

Note: Blue/Bold Service Details are Federal/OSCCAR Reportable Services  
Employment and Follow-Up Services are additionally reported on OSCCAR

OK Cancel

## ■ MOSES JOB SEEKER TRAINING REGISTRATION DETAILS

Job Seeker → Documents → Job Seeker Training Details This will open a Word document. Print, review, and sign with the participant. Keep a copy in the youth file.

The screenshot displays the 'Massachusetts One Stop Employment System - Production' interface. The top navigation bar includes 'File', 'Job Seeker', 'Employer', 'Training', 'Events', 'Program', 'Reports', 'Feedback', 'Administration', 'Go To', 'Window', and 'Help'. The 'Job Seeker' menu is open, showing options like 'Documents', 'Correspondence', 'View Notes', 'Scanning', 'Job Bank Browse', 'Barcode Card', 'DTA Clock File', and 'Caseload Management'. The 'Documents' sub-menu is also open, highlighting 'Job Seeker Resume', 'Job Seeker Details', 'Job Seeker Training Details' (which is selected), 'Job Seeker Case Plan', 'Share Information Form', 'UI Potential Issue', and 'Return to Work'.

The main form area is titled 'Job Seeker Training Details' and includes the following sections:

- Demographics:** Race (White, Black or African American, Asian, American Indian or Alaskan Native, Other, Hawaiian Native or Other Pacific Islander), Information Not Available (checked).
- Programs:** Last Reportable Service Date: 12/14/2015. Program Name: Job Match. Apply Program Status: Info. Complete - On. Program Eligibility: Info. Complete - On. Case Management: Enrolled.
- Work History:** Worked in agriculture or food processing in the last 12 months? (Yes/No).
- Contact Information:** Home Phone: (123)456-7890, Email: [blank], Other Phone: [blank], Web Address: [blank].
- Special Accommodations:** [blank].

Buttons at the bottom include Trade, Eligibility, Match Criteria, Run Match, Eligibility Criteria, OK, and Cancel.

# WIOA GRANT ENROLLMENT

Once OWD has approved the youth's eligibility documents, the youth may be enrolled in the grant, course/activity, and case management. The grant start date and course/activity enrollment dates must be after OWD approval date.

**Course & Elements** - In addition to the WIOA program or course, youth must be enrolled in any applicable WIOA elements, listed as a course/activity under each agency.

OWD APPROVAL NEEDED BEFORE:

- Course/Activity
- WIOA grant
- Case Management

## ■ GRANT ENROLLMENT & CASE MANAGEMENT

Basic → Programs → Apply

Check **Apply for WIOA Title I-Youth** to enroll in the grant. The date the box is checked off becomes the participant's WIOA start date.

Also check **Apply for Case Management** to activate the Case Plan/Youth ISS tab. This will assign the youth to the current MOSES user.

Job Seeker → Documents → Job Seeker Case Plan

To print Case Notes, check the box next to **Print Confidential Notes** and **Section VI: Notes** and click OK. This will generate a Word doc.

## ■ COURSE & ELEMENT ENROLLMENT

In addition to the core WIOA program or course, youth must be enrolled in any applicable WIOA elements. Elements are entered either as courses or services.

To enroll in a course or element:  
**Services** →  
**Course/Activity** →  
**Add** → **Course Search** → **Search** → **Enroll** Select **Course Search**, highlight chosen course/activity, and click **Enroll**.

### WIOA ELEMENTS

The following elements are entered as **courses**:  
 → YOU—Guidance/Counseling  
 → YOU—Leadership Development  
 → YOU—Mentoring  
 → YOU—Tutoring  
 → YOU—Work Experience  
 → YOU—Entrepreneurial Training

**Services** →  
**Course/Activity** →  
**Add** Select a course and click **Add**. Fill out all information. Check **Yes** next to

Course enrollment start date must be after grant enrollment.

Massachusetts One Stop Employment System - Production Staff ID: CWHIT1 Career Center: Boston EDIC Standard Access

File Job Seeker Employer Training Events Program Reports Feedback Administration Go To Window Help

Job Seeker Membership (Test, JCS) SSN: 999-21-7920 ID: 12442130

Basic | Full | Education | Work Experience | Events | Alerts | Case Plan/Youth ISS | **Services** | Special Programs | Survey

General | Employment | Administrative | Testing | **Course/Activity** | Youth Goals

**Services**

| Start Date | Actual Completion Date | Staff ID | Course                      | Provider                | Status  |
|------------|------------------------|----------|-----------------------------|-------------------------|---------|
| 00/00/00   | 00/00/00               | CWHIT1   | YOU-Guidance and Counseling | YouthBuild Boston, Inc. | Pending |
| 00/00/00   | 00/00/00               | CWHIT1   | YOU-Career Exploration      | YouthBuild Boston, Inc. | Pending |

**Training Enrollment Detail**

Career Center: Boston EDIC  
 Created Date: 12/14/2015  
 Training Course ID: **Course Search**  
 Training Course:   
 Training Provider:   
 Occupation Description:   
 Location / Worksite:   
 Last Update Date:   
 Staff ID: CWHIT1  
 Hourly Wage (\$): .00  
 Hourly Wage Subsidy (\$): .00  
 Hours / Week: 0  
 Pell Recipient: Yes No  
 Amount (\$): .00  
 Estimated Completion Date: 00/00/0000

**Type of Search**  
 Search By:  
☐ Course Name  
☐ Course ID  
☒ Provider Name

Search Criteria: youthbuild

**Search Results**

| Course ID | Course Name                            | Location                              | Provider ID | Provider Name           | FEIN       |
|-----------|----------------------------------------|---------------------------------------|-------------|-------------------------|------------|
| 1031350   | YOU-Career Exploration                 | 504 Dudley St. Boston, MA - 02119     | 1006932     | YouthBuild Boston, Inc. | 04-3080098 |
| 1031351   | YOU-Guidance and Counseling            | 504 Dudley St. Boston, MA - 02119     | 1006932     | YouthBuild Boston, Inc. | 04-3080098 |
| 1031352   | YOU-Leadership Development             | 504 Dudley St. Boston, MA - 02119     | 1006932     | YouthBuild Boston, Inc. | 04-3080098 |
| 1031354   | YOU-Occupational Training              | 504 Dudley St. Boston, MA - 02119     | 1006932     | YouthBuild Boston, Inc. | 04-3080098 |
| 1031355   | YOU-Tutoring                           | 504 Dudley St. Boston, MA - 02119     | 1006932     | YouthBuild Boston, Inc. | 04-3080098 |
| 1020903   | YOU-Work Experience (Paid or Unpaid)   | 504 Dudley St. Boston, MA - 02119     | 1006932     | YouthBuild Boston, Inc. | 04-3080098 |
| 1108958   | YOU-YB Entrepreneurial Skills Training | 504 Dudley Street, Boston, MA - 02119 | 1006932     | YouthBuild Boston, Inc. | 04-3080098 |

Row 1 of 8

**Enroll** Provider Info Courses Info Close

Highlight and move to second box.

Massachusetts One Stop Employment System - Production Staff ID: CWHIT1 Career Center: Boston EDIC Standard Access

File Job Seeker Employer Training Events Program Reports Feedback Administration Go To Window Help

Job Seeker Membership (Test, JCS) SSN: 999-21-7920 ID: 12442130

Basic | Full | Education | Work Experience | Events | Alerts | Case Plan/Youth ISS | **Services** | Special Programs | Survey

General | Employment | Administrative | Testing | **Course/Activity** | Youth Goals

**Services**

| Start Date | Actual Completion Date | Staff ID | Course                      | Provider                | Status  |
|------------|------------------------|----------|-----------------------------|-------------------------|---------|
| 00/00/00   | 00/00/00               | CWHIT1   | YOU-Guidance and Counseling | YouthBuild Boston, Inc. | Pending |
| 00/00/00   | 00/00/00               | CWHIT1   | YOU-Career Exploration      | YouthBuild Boston, Inc. | Pending |

**Training Enrollment Detail**

Career Center: Boston EDIC  
 Created Date: 11/09/2015  
 Training Course ID: **Course Search**  
 Training Course:   
 Training Provider:   
 Occupation Description:   
 Location / Worksite:   
 Last Update Date:   
 Staff ID: CWHIT1  
 Hourly Wage (\$): .00  
 Hourly Wage Subsidy (\$): .00  
 Hours / Week: 0  
 Pell Recipient: Yes No  
 Amount (\$): .00  
 Estimated Completion Date: 00/00/0000

**Referral Date:** 11/09/2015  
**Enrollment:** Yes No  
**Start Date:** 00/00/0000  
**Section 30 Start Date:** 00/00/0000

**Eligible Funding Streams**

Group Contract Enrollment: Yes No  
**WIOA - Youth**

**Completion Information**  
 Course Completion Status: Pending  
 Course Completion Date: 00/00/0000  
 Course Completion Hours:   
 Cost of Course/Activity (\$): .00  
 Voucher: Not Issued

**Evaluations**  
 Notification Method: N/A  
 Evaluation Status: N/A  
 Notification Sent Date: 00/00/0000

**Display Form** **OK** **Cancel**

# SERVICES & MASS ENTRY

## SERVICES

### WIOA ELEMENTS

The following elements can be entered as **services**:

- Supportive Services
- Follow-up Services
- Financial Literacy Education
- Labor Market/Employment
- Post-Secondary Education Training

When enrolled in WIOA, add reportable (blue) services at least monthly.

### Services → General

Record all services the youth is benefitting from via the program. To add a new service, click **Add**. You will now be able to edit details of the given service, including adding notes in the description.

If there is an asterisk next to a service, it means that a description of the service is included.

**Job Seeker Membership (Test, JCS)**

Test, JCS SSN: 999-21-7920 ID: 12442130

Basic | Full | Education | Work Experience | Events | Alerts | Case Plan/Youth ISS | **Services** | Special Programs | Survey

General | Employment | Administrative | Testing | Course/Activity | Youth Goals

| Service Date | Staff ID | Category           | Service Detail                  | Career Center           | Hours |
|--------------|----------|--------------------|---------------------------------|-------------------------|-------|
| 03/10/2015   | CWHIT1   | Program Enrollment | Case Management                 | Community Work Services |       |
| 03/10/2015   | CWHIT1   | Case Management    | <b>Received Case Management</b> | Boston EDIC             | 1.0   |
| 03/10/2015   | CWHIT1   | Orientation        | <b>Notified Of EEO Rights</b>   | Boston EDIC             |       |
| 11/09/2015   | CWHIT1   |                    |                                 | Boston EDIC             |       |

**General Services Detail**

Services Provided

Service Date: 11/09/2015 Last Update Date: 00/00/0000

Career Center: Boston EDIC Staff ID: CWHIT1 Hours: .0

Description:

Category: Service Detail:

Note: Blue/Bold Service Details are Federal/OSCCAR Reportable Services  
Employment and Follow-Up Services are additionally reported on OSCCAR

## CASE NOTES

### Services →

### General → Add

After adding case notes, they may be exported into a separate Word document.

Case notes can only be backdated 30 days before they must be updated.

**Job Seeker Membership (Test, JCS)**

Test, JCS SSN: 999-21-7920 ID: 12442130

Basic | Full | Education | Work Experience | Events | Alerts | Case Plan/Youth ISS | **Services** | Special Programs | Survey

General | Employment | Administrative | Testing | Course/Activity | Youth Goals

| Service Date | Staff ID | Category           | Service Detail                  | Career Center           | Hours |
|--------------|----------|--------------------|---------------------------------|-------------------------|-------|
| 03/10/2015   | CWHIT1   | Program Enrollment | Case Management                 | Community Work Services |       |
| 03/10/2015   | CWHIT1   | Case Management    | <b>Received Case Management</b> | Boston EDIC             | 1.0   |
| 03/10/2015   | CWHIT1   | Orientation        | <b>Notified Of EEO Rights</b>   | Boston EDIC             |       |

**Job Seeker Notes**

Job Seeker Notes

Created Date: 11/09/2015 User ID: CWHIT1 Confidential: No

**Job Seeker Notes Detail**

Job Seeker Notes

Staff ID: CWHIT1 Created Date: 11/09/2015 Confidential: No

Notes:

## ■ ADDING BACKUPS

Job Seeker →  
Caseload  
Management →  
Cases

By adding backups, other staff can also edit the Youth File. It is recommended that two staff from each agency are trained in MOSES and are assigned as backup.

To bulk add backups, highlight all youth cases under **Cases** and click **Add Backup**. With each new backup, add an end date that is 5-10 years in the future.

Massachusetts One Stop Employment System - User Acceptance - 00 Staff ID: CWHIT1 Career Center: BerkshireWorks - North Adams Career Center Coordinator

File Job Seeker Employer Training Events Program Reports Feedback Administration Go To Window Help

Caseload Management

Cases Ticklers Backup Cases Events Case Worker ID: CWHIT1

Case Worker: CWHIT1 Open: 1 Pending: 0 Suspended: 0 Closed: 0

| Applicant ID | First Name | Last Name | Status | Case ID | Case Created Date |
|--------------|------------|-----------|--------|---------|-------------------|
| 12521010     | DWD        | Test      | Open   | 001     | 01/27/16          |

Backup Arrangement

Start Date: 00/00/0000 End Date: 00/00/0000 Assigned Date: 01/27/2016 13:46

Backup Staff Id: [Dropdown]

Comments:

Add Backup Edit Backup Delete Backup

OK Cancel

## ■ MASS ENTRY

Events → Mass  
Entry → Services →  
Job Seeker Add  
service type and  
service result. Notes  
will need to be  
entered individually.

Massachusetts One Stop Employment System - Production Staff ID: CWHIT1 Career Center: Boston EDIC Standard Access

File Job Seeker Employer Training Events Program Reports Feedback Administration Go To Window Help

Event Maintenance Events Mass Entry Event Scheduling CCS/Orientation Scheduling

Job Seeker Search

Type of Search Search By: Job Seeker ID Last Name Social Security Number

To enter a new Job Seeker click the Add button. Search for an existing Job Seeker by selecting a search method, entering the search criteria, and then clicking the Search button.

Search Criteria: 12442130 Search

Job Seeker Membership (Test, JCS) SSN: 999-21-7920 ID: 12442130

Basic Full Education Work Experience Events Alerts Case Plan/Youth ISS Services Special Programs Survey

General Information

First Name: JCS Middle Initial: Last Name: Test Gender: Male Female Date of Birth: 03/10/1994 Military: Yes No Release Information?: Yes No Other Eligible: Yes No

Ethnicity: Hispanic or Latino: Yes No Race: White Black or African American Asian American Indian or Alaskan Native Other Hawaiian Native or Other Pacific Islander Information Not Available

Programs Last Reportable Service Date: 12/14/2015

Program Name Apply Program Status History

Job Match Info. Complete - On Case Management Enrolled

Worked in agriculture or food processing in the last 12 months? Yes No Career Center

Trade Eligibility Match Criteria Run Match Eligibility Criteria OK Cancel

Residence Address Mailing Address

Address: 43 Hawkins Street Country: United States of America Zip: 02114 City: Boston State: Massachusetts Enterprise Empowerment Renewal

Address Not Available Mailing Address different Confidential: Yes No HITG Confidential: Yes No

Contact Home Phone: (123)456-7890 Email: Other Phone: Web Address: Prefers Emails

Special Accommodations

# INDIVIDUALIZED SERVICE STRATEGY (ISS)

---

The ISS is an individualized plan that supports youth in reaching their employment and/or educational goals by matching skills and needs with appropriate services, training, etc. Service providers must provide an objective assessment of each participant's work readiness, career and occupational skills. They then must offer referral to appropriate services based on both the strengths and needs of individual youth, as documented in the Individual Service Strategy (ISS), and the Case Plan in the Massachusetts One Stop Employment System (MOSES). The plan for each participant identifies individualized goals in at least one of the following: basic academic skills attainment, work readiness skills attainment, and occupational skills attainment. It also includes appropriate achievement objectives and appropriate supportive services for the participant.

Complete and sign the ISS at intake or early on in program enrollment. A new ISS does not need to be completed each fiscal year, but should be revisited and updated regularly (**at least 2 times per year**). The ISS includes:

|                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|-------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Basic youth information</b>                  | Contact information, Educational Background, Work Experience                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Literacy and numeracy assessment</b>         | This can include CASAS, TABE, MAPT or GAIN.                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Career Interests Assessment</b>              | Participants can use the Interest Profiler in MA CIS - <a href="http://www.masscis.intocareers.org">www.masscis.intocareers.org</a>                                                                                                                                                                                                                                                                                                                                            |
| <b>Occupational Skills Assessment</b>           | Participants can use SKILLS in MA CIS - <a href="http://www.masscis.intocareers.org">www.masscis.intocareers.org</a>                                                                                                                                                                                                                                                                                                                                                           |
| <b>Assets and Strengths</b>                     | Participants can use SKILLS in MA CIS - <a href="http://www.masscis.intocareers.org">www.masscis.intocareers.org</a>                                                                                                                                                                                                                                                                                                                                                           |
| <b>Labor market information</b>                 | Participants can use any of the following: <ul style="list-style-type: none"><li>○ Career OneStop - <a href="http://www.careeronestop.org">www.careeronestop.org</a></li><li>○ Workforce One - <a href="http://www.workforce3one.org">www.workforce3one.org</a></li><li>○ US Department of Labor - <a href="http://www.doleta.gov/usworkforce">www.doleta.gov/usworkforce</a></li><li>○ US Bureau of Labor Statistics - <a href="http://www.bls.gov">www.bls.gov</a></li></ul> |
| <b>Work readiness assessment</b>                | A condensed version of the MA Work-Based Learning Plan is included within Boston's ISS form. See <a href="http://skillspages.com/masswbl">skillspages.com/masswbl</a> for full plan.                                                                                                                                                                                                                                                                                           |
| <b>Supportive services &amp; considerations</b> | Indicate the services that the program will provide to each youth.                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Personal Interests</b>                       | Record youth's primary interests. These can be sourced from the Interest Profiler or from the youth themselves.                                                                                                                                                                                                                                                                                                                                                                |
| <b>Goals</b>                                    | Participants must have 1-3 smaller, achievable youth goals recorded, as well as at least one larger case plan goal.                                                                                                                                                                                                                                                                                                                                                            |
| <b>Fourteen Elements</b>                        | Record all elements the youth receives, including the provider, comments, and start & end dates                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Notes</b>                                    | Record youth's progress and any additional information.                                                                                                                                                                                                                                                                                                                                                                                                                        |

## CAREER INTEREST & OCCUPATIONAL SKILLS ASSESSMENT

### Services → Testing

Once youth have completed their assessments, each must be kept in the youth file, recorded in the ISS and also entered into MOSES.

### Test Services Detail

→ Category If using MA CIS, enter two tests: Career Information System/Interest Profiler and Skills. For each, enter Assessment results in the description.

### Services → Testing

If using another assessment, choose Other Test/Other and type test name in Results line. Enter assessment results in the description line.

The screenshot shows the 'Job Seeker Membership (Test, JCS)' interface. The 'Services' tab is selected, displaying a table of services. The 'Testing Services Detail' window is open, showing the 'Services Provided' section with fields for Service Date, Last Update Date, Career Center, Staff ID, and Hours. The 'Description' field is highlighted. The 'Category' dropdown is set to 'Career Information System', and the 'Service Detail' dropdown is set to 'O\*Net Interest Profiler (IP)'. The 'Test Results' section shows fields for Form, Level, Scale Score, Score/G, Source, Occupation, Test Language, and Educational Functioning Level.

| Service Date | Staff ID | Category     | Service Detail          | Career Center | Hours | Used for Eligibility                | Post Test |
|--------------|----------|--------------|-------------------------|---------------|-------|-------------------------------------|-----------|
| 12/14/2015   | CwHIT1   | ABE Math     | CASAS (not for DOE use) | Boston EDIC   | 2.0   | <input checked="" type="checkbox"/> |           |
| 03/10/2015   | CwHIT1   | Reading Test | CASAS (not for DOE use) | Boston EDIC   | 2.0   | <input checked="" type="checkbox"/> |           |
| 03/10/2015   | CwHIT1   | Math Test    | CASAS (not for DOE use) | Boston EDIC   | 2.0   | <input checked="" type="checkbox"/> |           |
| 01/29/2016   | CwHIT1   |              |                         | Boston EDIC   |       | <input type="checkbox"/>            |           |

The screenshot shows the 'Job Seeker Membership (Test, JCS)' interface. The 'Services' tab is selected, displaying a table of services. The 'Testing Services Detail' window is open, showing the 'Services Provided' section with fields for Service Date, Last Update Date, Career Center, Staff ID, and Hours. The 'Description' field is highlighted. The 'Category' dropdown is set to 'Other Test', and the 'Service Detail' dropdown is set to 'Other'. The 'Test Results' section shows fields for Form, Level, Scale Score, Score/G, Test No., Test Date, Results, and Educational Functioning Level.

| Service Date | Staff ID | Category     | Service Detail          | Career Center | Hours | Used for Eligibility                | Post Test |
|--------------|----------|--------------|-------------------------|---------------|-------|-------------------------------------|-----------|
| 12/14/2015   | CwHIT1   | ABE Math     | CASAS (not for DOE use) | Boston EDIC   | 2.0   | <input checked="" type="checkbox"/> |           |
| 03/10/2015   | CwHIT1   | Reading Test | CASAS (not for DOE use) | Boston EDIC   | 2.0   | <input checked="" type="checkbox"/> |           |
| 03/10/2015   | CwHIT1   | Math Test    | CASAS (not for DOE use) | Boston EDIC   | 2.0   | <input checked="" type="checkbox"/> |           |
| 01/29/2016   | CwHIT1   |              |                         | Boston EDIC   |       | <input type="checkbox"/>            |           |

## LABOR MARKET INFORMATION

Case Plan/Youth ISS  
→ Assessment  
Add Labor Market  
Information under  
Labor Market for  
Skills.

Massachusetts One Stop Employment System - Production Staff ID: CWHIT1 Career Center: Boston EDIC Standard Access

File Job Seeker Employer Training Events Program Reports Feedback Administration Go To Window Help

Job Seeker Membership (Test, JCS)

Test, JCS SSN: 999-21-7920 ID: 12442130

Basic Full Education Work Experience Events Alerts Case Plan/Youth ISS Services Special Programs Survey

Goals Assessment Training Justification Open

**Work History**

| Company Name | Job Title | Salary | Salary Unit | Start Date | End Date   |
|--------------|-----------|--------|-------------|------------|------------|
| Whole Foods  | Cashier   | 9.00   | Hour        | 03/06/2013 | 00/00/0000 |

**Job Titles/Skills**

**Education**

| Institution | Degree              | Major | Status     |
|-------------|---------------------|-------|------------|
| BPS         | High School Diploma |       | Incomplete |

**Test/Assessment**

| Service Result          | Service Date | Score/Comments |
|-------------------------|--------------|----------------|
| CASAS (not for DOE use) | 12/14/2015   |                |
| CASAS (not for DOE use) | 03/10/2015   |                |

**Labor Market for Skills**

Lawyer: 3% growth in Boston, \$50-100k; Teacher: 7% growth in Boston metro, \$40-80k; Social worker: 5% growth in Boston, \$25-40k

Trade Eligibility Match Criteria Run Match Eligibility Criteria OK Cancel

Also input Labor  
Market Info as a  
service. Click the  
**Category** arrow,  
then select **Job Search**.  
Under **Service Detail**,  
select **Labor Market**  
**Info**.

Job Seeker Membership (Test, JCS)

Test, JCS SSN: 999-21-7920 ID: 12442130

Basic Full Education Work Experience Events Alerts Case Plan/Youth ISS Services Special Programs Survey

General Employment Administrative Testing Course/Activity Youth Goals

**Services**

| Service Date | Staff ID | Category           | Service Detail          | Career Center           | Hours |
|--------------|----------|--------------------|-------------------------|-------------------------|-------|
| 03/10/2015   | CWHIT1   | Program Enrollment | Case Management         | Community Work Services |       |
| 03/10/2015   | CWHIT1   | Case Management    | Received Case Manage    | Boston EDIC             | 1.0   |
| 03/10/2015   | CWHIT1   | Orientation        | Notified Of EEO Rights/ | Boston EDIC             |       |
| 11/09/2015   | CWHIT1   |                    |                         | Boston EDIC             |       |

Add Edit Delete Retention

**General Services Detail**

Services Provided

Service Date: 11/09/2015 Last Update Date: 00/00/0000

Career Center: Boston EDIC Staff ID: CWHIT1 Hours: .0

Description:

Category: Service Detail:

Note: Blue/Bold Service Details are Federal/OSCCAR Reportable Services  
Employment and Follow-Up Services are additionally reported on OSCCAR

OK Cancel

## CASE PLAN GOALS

**Case Plan Goal** - Youth must have at least one Case Plan Goal. Case Plan Goals are the overarching outcomes. Case Plan Goals include:

- Basic Skills: pass all HiSET tests, enter post-secondary education
- Work Readiness Skills: complete internship placement
- Occupational Skills: earn CNA certificate
- Employment (automatically added by MOSES): gain a part-time job

Case Plan/Youth ISS  
→ Goals → Add Goal  
To add a goal, click  
“Add Goal”. A  
window will pop up  
in which you can  
input case goal  
details, including  
goal type, goal due  
date, and a brief goal  
description.

Massachusetts One Stop Employment System - Production Staff ID: CWHIT1 Career Center: Boston EDIC Standard Access

File Job Seeker Employer Training Events Alerts Case Plan/Youth ISS Services Special Programs Survey

Test, JCS SSN: 999-21-7920 ID: 12442130

Goals Assessment Training Justification

Case Plan: 001 Created Date: 03/10/2015 Closed Date: Case Worker: [Cassie White] [CWHIT1] Completion Target: 00/00/0000

Add Goal Edit Goal Delete Goal

| Due Date   | Goal       | Result  |
|------------|------------|---------|
| 03/10/2016 | Employment | Pending |
| 00/00/0000 |            |         |

Goal Narrative

Trade

Goal Related Tasks

Add Task Edit Task Delete Task

Case Goal Details

Staff ID: [CWHIT1]

Select Goal

☒ Common Goal ☐ Individually Designed Goal

Type: [Basic Skills] Priority: [Complete Training Within Approved Timeframe]

Goal Schedule

Created Date: [11/20/2015] Due Date: [00/00/0000] Completed Date: [00/00/0000]

Goal Narrative

OK Cancel

## YOUTH GOALS

Youth must have 1-3 youth goals, which are small goals that lead up to the larger case plan goal. Youth goals are updated every calendar year.

- **Basic Skills:** e.g. improve reading level from 8.2 to 9.0, sign up for tutoring, etc.
- **Work Readiness Skills:** e.g. write a resume, practice interviewing, etc.
- **Occupational Skills:** e.g. improve nursing skills, improve IT skills, etc.

Services → Youth  
Goals → Add  
Youth goals are  
entered under  
**Services**. Click **Add**,  
then fill out goal  
summary, type of  
goal, and target  
completion date.

Job Seeker Membership (Test, JCS)

Test, JCS SSN: 999-21-7920 ID: 12442130

Basic Full Education Work Experience Events Alerts Case Plan/Youth ISS Services Special Programs Survey

General Employment Administrative Testing Course/Activity Youth Goals

Goals

| Type of Goal   | Date Established | Target Attainment Date | Attainment Status           |
|----------------|------------------|------------------------|-----------------------------|
| Basic Skills   | 03/10/2015       | 03/09/2016             | Set, But Attainment Pending |
| Work Readiness | 03/10/2015       | 06/10/2015             | Set, But Attainment Pending |
|                | 00/00/0000       | 00/00/0000             |                             |

Add Edit Delete

Trade

Youth Goal Detail

Goal Summary:

Type of Goal: [Basic Skills] Date Established: [00/00/0000] Date Attained (actual): [00/00/0000]

Attainment: [Set, But Attainment Pending] Date Attained (target): [00/00/0000]

OK Cancel

## ■ POST-TESTING

For youth in the Literacy/Numeracy cohort (Out-of-school youth who are basic skills deficient- below 9<sup>th</sup> grade in either literacy or numeracy), youth must be post-tested and gain an EFL within one year of the youth's WIOA grant start date to achieve a positive outcome. **Only enter post-tests with score increases.**

Services → Testing  
→ Add

Under the **Testing** tab, highlight the **Pre-Test** and click on **Post-Test** to add Post-Test Reading and Math scores.

When post-test is accurately entered, "yes" will show in the post-test column.

The screenshot shows the 'Test, JCS' window with the 'Testing' tab selected. The 'Services' table lists several tests, including 'ABE Math' and 'CASAS (not for DOE use)'. The 'Post Test' column has a 'Yes' entry for the 'ABE Math' test. A red box highlights the 'Post Test' column header. Below the table, the 'Testing Services Detail' form is open, showing the 'Service Provided' section with 'Service Date' as 12/14/2015 and 'Career Center' as Boston EDIC. The 'Test Results' section shows 'Form' as 1, 'Level' as 1, 'Scale Score' as 245, 'Score/Grade Level' as 10.0, 'Test No.' as 2, and 'Test Date' as 12/14/2015. The 'Use this test score for eligibility' checkbox is checked.

## OUTCOMES

### ■ ATTAINED DEGREE OR CERTIFICATE

Services → General

If the participant attains a degree or certificate while enrolled or after exit, go to **General** under **Services**. Under **Category**, enter the outcome as *outcome*, *Attending Training*, or *post-secondary*. Then click **Service Detail** and add which degree/certificate was attained.

The screenshot shows the 'Test, JCS' window with the 'General' tab selected. The 'Services' table lists several services, including 'Program Enrollment', 'Case Management', and 'Orientation'. The 'Add' button is highlighted. Below the table, the 'General Services Detail' form is open, showing the 'Service Provided' section with 'Service Date' as 01/22/2016 and 'Career Center' as Boston EDIC. The 'Category' dropdown is set to 'Outcomes / Enhancements'. The 'Service Detail' dropdown is open, showing a list of outcomes, including 'Attained : AA or AS Diploma/Degree (Certificate)', 'Attained : BA or BS Diploma/Degree (Certificate)', 'Attained : Occupational Skills Certificate (Certificate)', 'Attained : Occupational Skills License (Certificate)', 'Attained : Other Credential (Credential)', 'Attained GED/HISET Equivalency (Certificate)', 'Attained HSE Diploma (Certificate)', 'Attending Alternative School At Exit', 'Attending Secondary School At Exit', 'Cannot Locate', 'Completed NPA Food Stamp Monthly Req.', and 'Deceased'.

## ■ ENTERED TRAINING OR POST-SECONDARY

### Services → General

If the participant enters training or post-secondary education while enrolled or after exit, go to **General** under **Services**. Under **Category**, enter the outcome as *Outcome*, *Attending Training*, or *Post-Secondary*.

If the participant has entered the military, this also must be entered under the **Employment** tab.

## ■ ENTERED EMPLOYMENT

### Services → Employment

For full or part-time unsubsidized employment gained while enrolled, Add a service for **Obtained Employment**.

The **Employment Services Detail** window will pop up. Fill out as much information as possible, using the Industry Code Search, Occupational Search, and Employer Search at the bottom of the screen.

The screenshot displays the 'Job Seeker Membership (Test, JCS)' application interface. The main window has a header with 'Test, JCS', 'SSN: 999-21-7920', and 'ID: 12442130'. Below the header are tabs for 'Basic', 'Full', 'Education', 'Work Experience', 'Events', 'Alerts', 'Case Plan/Youth ISS', 'Services', and 'Special Programs'. The 'Services' tab is active, showing a table with columns: Service Date, Staff ID, Service Type, Service Result, Employer Name, Job Start Date, Job Order Number, and Phone. A single row is visible with Service Date '01/22/2016' and Staff ID 'CWHIT1'.

An 'Employment Services Detail' window is overlaid on the main application. This window contains several sections:
 

- Services Provided:** Includes fields for Service Date (00/00/0000), Last Update Date, Career Center (Boston EDIC), Staff ID (CWHIT1), Description, Service Type (Obtained Employment), Service Result, and Employer ID.
- Employment Details:** Includes fields for Employer, Job Title, Pay (\$), Start Date (00/00/0000), Offer Date (00/00/0000), End Date (00/00/0000), Duration, Hours/Week, Phone, Benefits, Pay Unit, Union (Yes/No), and Apprenticeship (Yes/No).
- Additional Information:** Includes fields for NAICS, SIC, Sector, Subsector, Industry Group, Industry, US Industry, Employer Address, Zip, City, State, Training Related, Non-Traditional (Yes/No), Verified (Yes/No), UI System Employer (Yes/No), Sector (Public/Private), Verification Details, Occupational Search (highlighted with a red box), Occupational Code, and How did Job Seeker learn about this job?.

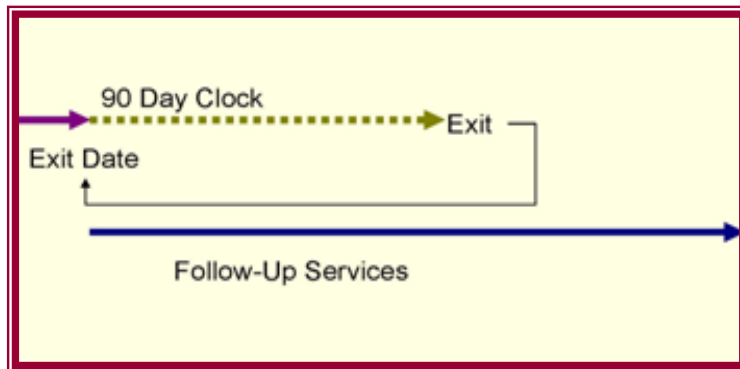
At the bottom of the 'Employment Services Detail' window, there is a note: 'Note: Blue/Bold Service Details are Federal/OSCCAR Reportable Services. Employment and Follow-Up Services are additionally reported on OSCCAR'. Below this note are three buttons: 'Industry Code Search' (highlighted with a red box), 'Employer Search' (highlighted with a red box), 'OK', and 'Cancel'.

## EXITING

**Closing Out:** Close all Case Goals, Youth Goals, and Course/Activities (including WIOA elements) after the last reportable service is provided and before auto-exiting from the WIOA grant.

If the youth completed the program but WIOA services are still being provided, do not exit from the grant. Close the program Course, but keep the appropriate WIOA element open (i.e. YOU – Leadership Development) until the youth is ready to exit completely from the grant.

Most times the youth will exit upon program completion.



MOSES auto-exits participants after 90 days of inactivity. The exit date becomes the date of the last reportable (blue) service. OWD should be notified immediately of an accidental exit.

## FOLLOW-UP & RETENTION

All follow up services must be entered for 12 months after exit.

**Services →**  
**General →**  
**Service Detail**  
Once the youth is in the follow-up phase, you can record specific Follow-Up services. Once in the **General Services Detail** window, select the corresponding month.

## ■ TRAINING OR POST-SECONDARY RETENTION

Services →

General

Highlight outcome, then select **Retention**.

Enter a retention service every quarter (month 3, 6, and 9) after entering training or post-secondary.

Massachusetts One Stop Employment System - Production Staff ID: CWHIT1 Career Center: Boston EDIC Standard Access

File Job Seeker Employer Training Events Program Reports Feedback Administration Go To Window Help

Job Seeker Membership (Test, JCS) SSN: 999-21-7920 ID: 12442130

Basic Full Education Work Experience Events Alerts Case Plan/Youth ISS Services Special Programs Survey

General Employment Administrative Testing Course/Activity Youth Goals

| Service Date | Staff ID | Category               | Service Detail             | Career Center           | Hours | Add | Edit | Delete | Retention |
|--------------|----------|------------------------|----------------------------|-------------------------|-------|-----|------|--------|-----------|
| 03/10/2015   | CWHIT1   | Program Enrollment     | Case Management            | Community Work Services |       |     |      |        |           |
| 03/10/2015   | CWHIT1   | Case Management        | Received Case Management   | Boston EDIC             | 1.0   |     |      |        |           |
| 03/10/2015   | CWHIT1   | Orientation            | Notified Of EEO Rights/    | Boston EDIC             |       |     |      |        |           |
| 01/22/2016   | CWHIT1   | Outcomes / Enhancement | Entered Post-Secondary Edu | Boston EDIC             |       |     |      |        |           |

Row 4 of 4 More

Trade Eligibility Match Criteria Run Match Eligibility Criteria OK Cancel

## ■ EMPLOYMENT FOLLOW-UP

Services →

Employment

If employment was attained while enrolled or after exit, go to

**Employment** under **Services**. Highlight the employment and select **Follow Up**.

(The follow-up month is counted from the exit date, not from date of employment).

Job Seeker Membership (Test, JCS) SSN: 999-21-7920 ID: 12442130

Basic Full Education Work Experience Events Alerts Case Plan/Youth ISS Services Special Programs Survey

General Employment Administrative Testing Course/Activity Youth Goals

| Service Date | Staff ID | Service Type        | Service Result    | Employer Name | Job Start Date | Job Order Number | Phone          | Add | Edit | Delete | Follow Up | Upgrade | Verify | Select |
|--------------|----------|---------------------|-------------------|---------------|----------------|------------------|----------------|-----|------|--------|-----------|---------|--------|--------|
| 01/22/2016   | CWHIT1   | Obtained Employment | After Receiving a | Starbucks     | 01/22/2016     | (617) 734-4913   | (617) 734-4913 |     |      |        |           |         |        |        |

Row 1 of 1 More Job Order

Trade Eligibility Match Criteria Run Match Eligibility Criteria OK Cancel

# CLOSING CASE MANAGEMENT

After 12 months of follow up services are complete, close case management.

Administration →  
Career Center  
Management → Staff  
Caseload  
Highlight the case  
manager, highlight  
the youth, and click  
Case Closure. Enter  
the Close Reason  
and hit okay.

## STATE & FEDERAL PERFORMANCE MEASURES\*

*\*In place only through FY16*

The following outlines the three common measures used by USDOL to evaluate performance of WIOA programs. The group of youth participants that is placed in a given measure forms a **cohort**. Each member of the cohort must achieve a positive outcome to pass the measure. Each measure is calculated independently of one another; for example, youth can have one out of two possible outcomes, or three out of three.

### ■ LITERACY OR NUMERACY

#### ***Who is in the cohort?***

Out-of-school youth who are basic skills deficient (below 9<sup>th</sup> grade in either literacy or numeracy)

#### ***What qualifies as a positive outcome?***

Increase in one or more Educational Functioning Levels (not grade levels)

#### ***By when must it be documented?\****

One year after participant's WIOA grant start date

## ■ EMPLOYMENT OR EDUCATION

### *Who is in the cohort?*

Youth not in post-secondary education or employment at WIOA grant start date

### *What qualifies as a positive outcome?*

Employment, military, post-secondary education, or advanced training

### *By when must it be documented?\**

First quarter after exit

## ■ DEGREE OR CERTIFICATE

### *Who is in the cohort?*

Youth enrolled in education before or after WIOA grant start date

### *What qualifies as a positive outcome?*

Attainment of a HiSET, GED, diploma, or industry recognized certificate

### *By when must it be documented?\**

Up to third quarter after exit

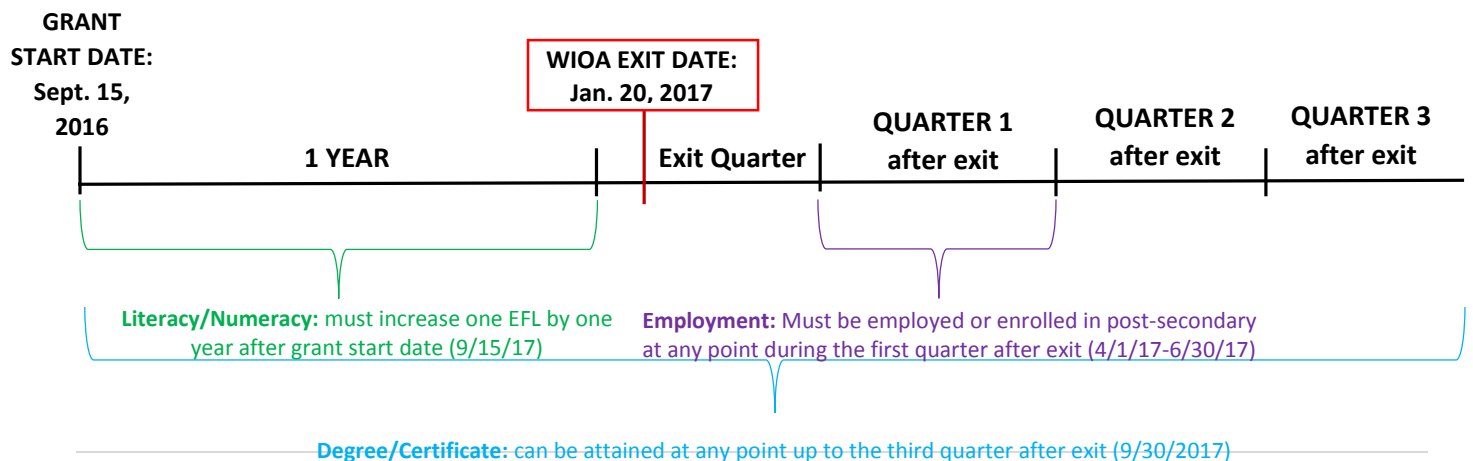
## ■ GLOBAL EXCLUSIONS

The following will exclude participants from any of the above performance measures. They must be identified and documented by the end of the 3rd quarter after exit:

- Institutionalized
- Health/Family Medical Care
- Deceased
- Reservist Called to Active Duty
- Youth Relocated to a Mandated Program

## ■ \*PERFORMANCE MEASURES TIMELINE

The following is an example of a youth exit and of when performance measures must be documented. The timeline runs according to the date of the youth exit, not according to the end/beginning of fiscal quarters.



# ADMINISTRATION

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## ■ MOSES REPORTS

- OWD sends reports to agencies mid-month.
- Review all reports for errors and make appropriate corrections or additions in MOSES.

## ■ PROGRAM REPORTS

- Submit monthly or quarterly by the 10<sup>th</sup> business day of the following month
- Send electronically to Cassie White at [cassandra.white@boston.gov](mailto:cassandra.white@boston.gov)
- Final reports are due by July 31<sup>st</sup>, 2015.

## ■ INVOICES

- Submit either monthly or quarterly by the 10<sup>th</sup> business day of the following month
- Send electronic copies to Kerry Nee [kerry.nee@boston.gov](mailto:kerry.nee@boston.gov), Lee Fields at [lee.fields@boston.gov](mailto:lee.fields@boston.gov), and Cindy Chow at [cindy.chow@boston.gov](mailto:cindy.chow@boston.gov).

## ■ SITE VISITS

Site Visits are scheduled with program and OWD staff to review any of the following:

- Compliance with contracts
- Program operations
- Quality of service, through classroom observation or interview
- Performance measures
- Administrative and/or data systems

# CONTACTS

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#### **MOSES Help Desk**

617-626-5656

[moses@detma.org](mailto:moses@detma.org)

**For a list of upcoming MOSES 101 trainings (typically held monthly in Boston), visit:**

<http://www.mass.gov/massworkforce/training/moses/>

**Contact:** Tom Cartier at [tcartier@detma.org](mailto:tcartier@detma.org) or 617-626-5303

**RSVP:** Email MOSES Training at [mosestraining@detma.org](mailto:mosestraining@detma.org) with your preferred date, location, and time of the session you wish to attend.